

Health and Human Services Commission

Purchase Order

Dispatch via Print

Payment Terms Net 30	Freight Terms Prepaid & Allow	Ship Via BEST WAY	Purchase Order HHSTX-3-0000303004
If advertised by informal bid, Invitation for Offer, or Request for Proposal; all specifications, terms, and conditions set forth in the advertisement and vendor's conforming responses become a part of this numbered purchase order. Contractor guarantees goods or services delivered meet or exceed numbered purchase order requirements.			Date 10/18/22
All shipments, shipping papers, invoices, and correspondence must be identified with our Purchase Order Number.			Revision Page 1
		Ship To:	4549 - San Antonio:6711 S New Brau HEALTH & HUMAN SERVICES COMMISSION 6711 S New Braunfels Ste 100 San Antonio TX 78223 United States

Vendor: 1043390816 6
STAPLES CONTRACT AND COMMERCIAL LLC
DBA STAPLES BUSINESS ADVANTAGE
PO BOX 660409
DALLAS TX 75266
United States

Bill To: Invoice-DSHS Accounts Payable
HEALTH & HUMAN SERVICES COMMISSION
6711 S New Braunfels
Ste 100
San Antonio TX 78223
United States

Fax: 210/531-7883
Email: SAHAccounting@dshs.texas.gov

Purchaser: Arnold,Valerie

Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
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FY23

NIGP: 615-62

SHIPPING INSTRUCTIONS: Ship according to the DUE DATES specified on the PO.

FREIGHT: F.O.B. Destination Freight Prepaid Allowed

DELIVERY: 3 Days After Receipt of PO

Delivery hours are from 8:00-11:30 AM and 1:00-4:30 PM Monday - Friday except designated State Holidays

AGENCY CONTACT:

Contract Manager: Melissa Maddox
Contract manager phone: 210-531-7357
Contract manager email: melissa.maddox@hhs.texas.gov

SME/Lead Contact: Margaret Moreno
Lead Email: margaret.moreno@hhs.texas.gov
Lead Phone: 210-531-7718

****Destination SASH Warehouse: Please deliver to Bldg. 558 *****

Info for Warehouse staff:
Delivery Contact: Roberta Vasquez
Phone #: (210) 531-8047
Email: Roberta.vasquez@hhs.texas.gov
Bldg/Floor/Cubicle: MTC 1st Floor Rm. 158
****FOR LINES 1 2****

*****Destination SASH Warehouse: Please deliver to Bldg. 558 *****

Info for Warehouse staff:
Delivery Contact: Guadalupe Rocha
Phone #: (210) 531-8135
Email: Guadalupe.rocha2@hhs.texas.gov
Bldg/Floor/Cubicle: Navarro Hall Nurses Station
*****FOR LINES 3 THROUGH 5*****

HHSC BUYER:
Valerie Arnold, CTCD, CTCM
Purchaser III
Procurement and Contracting Services

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Office: 512-776-7312
valerie.arnold@hhs.texas.gov
1100 W. 49th Street | Mail Code 2020
Austin, TX 78756

VENDOR:
Vendor Name: Staples Contract Commercial LLC
Vendor Contact: Jonathan McEwen
Vendor Phone: (210) 253-7267
Vendor Email: jonathan.mcewen@staples.com

PURCHASING METHOD: CP/X

Procurement methods were evaluated, and the best value is provided using the TXMAS contract.

Txmas Contract: TXMAS-20-7502

Smartbuy PO: 23022711

REQUIREMENTS/LIMITATIONS:

This PO is contingent upon the continued availability of lawful appropriations by the Texas Legislature. FY2023 funding.

Invoice per 34 TAC §20.487, amended effective May 1, 2022

Requisition 0000209696 0000209703

PO to: margaret.moreno@hhs.texas.gov / Lead Contact
melissa.maddox@hhs.texas.gov / Contract Specialist

VENDORS SEND INVOICES VIA EMAIL TO: SAHACCOUNTING@dshs.texas.gov

PO BILL TO INFORMATION
SAN ANTONIO STATE HOSPITAL
ATTN: Charles Ago - ACCOUNTING
6711 S. NEW BRAUNFELS AVE. / SUITE 100 / SAN ANTONIO, TEXAS 78223
MAIL CODE#: 4505
Email: SAHACCOUNTING@dshs.texas.gov

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
1-1	Sharpie Permanent Markers Fine Point Black Dozen (32701) Part No. 563076	615-62	10.00	EA	17.38000	\$173.80	10/26/2022
Schedule Total						<u>\$173.80</u>	
FY23 CG4 F3J OFFICE SUPPLY F5100 MTC F3J010 F5100 7300 MTC Sharpie Permanent Markers Fine Point Black Dozen (32701) Part No. 563076							
Item Total for Line 1						<u>\$173.80</u>	
2-1	Falcon Dust-Off Wipes And Duster Combo (Dpsct) Part No. 718867	615-62	3.00	EA	13.12000	\$39.36	10/26/2022
Schedule Total						<u>\$39.36</u>	
Falcon Dust-Off Wipes And Duster Combo (Dpsct) Part No. 718867							
Item Total for Line 2						<u>\$39.36</u>	
3-1	Oxford Index Cards Ruled Assorted Colors 5x8, 100 pack, CC:61535, SPN:733670	615-62	6.00	EA	3.08000	\$18.48	10/26/2022
Schedule Total						<u>\$18.48</u>	
Item Total for Line 3						<u>\$18.48</u>	
4-1	Staples Stickies Core Pop-Up Note Dispenser For 3x3 Notes Black (35429)	615-62	4.00	EA	3.09000	\$12.36	10/26/2022
Schedule Total						<u>\$12.36</u>	
Staples Stickies Core Pop-Up Note Dispenser For 3x3 Notes Black (35429) CC:61562 SPN:644095							
Item Total for Line 4						<u>\$12.36</u>	
5-1	Post-It Memo Cube 3x3 Assorted Colors (2027) CC:61562 SPN:511964	615-62	8.00	EA	2.41000	\$19.28	10/26/2022

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Line-Sch	Inventory Item ID - Line Description	Class/Item	Quantity	UOM	PO Price	Extended Amt	Due Date
					Schedule Total	\$19.28	
	FY23 CG4 F3J OFFICE SUPPLY F5500 NAV F3J010 F5500 7300 NAVARRO HALL						
	Oxford Index Cards Ruled Assorted Colors 5x8, 100 pack, CC:61535, SPN:733670 Post-It Memo Cube 3x3 Assorted Colors (2027) CC:61562 SPN:511964						
					Item Total for Line 5	\$19.28	
					Total PO Amount	\$263.28	

No substitutions or cancellations are permitted without prior approval by Health & Human Services Commission. If contractor fails to deliver by promised delivery date (or reasonable time thereafter) or fails to meet requirements, Health & Human Services Commission reserves the right to purchase elsewhere and charge an increased cost and handling to contractor.

Over shipments will not be accepted unless authorized by Buyer prior to shipment. The dispute resolution process provided for in Chapter 2260 of the Texas Government Code must be used by the Health & Human Services Commission and Contractor to attempt to resolve all disputes arising under the contract.

Performance under this purchase order is acceptance of the attached affirmations and terms and conditions.

Authorized By

Valerie Arnold, CTCO, CTCM

10/18/2022